**POSITION TITLE:** Financial Specialist III

**DIVISION/DEPARTMENT:** Grants, Contracts & Compliance

**ABOUT THE POSITION:**

The Clerk’s office is seeking a Financial Specialist III to coordinate and participate in routine to moderately complex financial and clerical work in the Grants, Contracts, and Compliance department of the Finance division. Incumbents have considerable knowledge of Clerk & Comptroller’s office policies, standards and procedures with respect to the assigned work area, and broad knowledge of the legal guidelines, constraints, and ramifications governing the work area.

The Clerk’s office has demanding timelines and we need an experienced Financial Specialist who has a strong sense of urgency and commitment to public service, is comfortable working in a fast-paced environment, is passionate about providing outstanding customer service and desires a challenging and rewarding career

For those candidates who qualify, the Clerk & Comptroller’s office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan.

**ROLE OF POSITION:**

**The successful candidate will perform the following functions:**

* Performs regular processing of payment requests; audits, inputs, and maintains payment data such as spreadsheets and submission of payment requests; ensures processing is completed within required timeframe

* Prepares documents received, audits and corrects any adjustments if necessary; processes corrections, cancellations, manual checks, etc. in accordance with policy and governing authorities

* Utilizes various automated business management systems in processing and submitting payment actions such as auto generated reports and interfaces

* Processes payment calculations for pre-auditing purposes of data received in accordance to compliance guidelines established

* Understands contract and grant terminology, as well as the analysis of information for proper assessment and processing of payment requests

* Assists management with training updates, testing, research and resolution of complex issues while taking corrective action as needed

* Communicates with various County departments regarding missing information or necessary research and/or clarification at any given time deemed necessary

**MINIMUM QUALIFICATIONS:**

**The ideal candidate will have experience with payables and auditing along with the following minimum qualifications:**

Associate's degree, supplemented by five (5) years of recent and relevant experience with demonstrated initiative and independent judgment in researching and reporting on accounting discrepancies and resolving client/customer issues with minimal supervisory review; or an equivalent combination of education, training and experience

Note: Vacancy postings may be cancelled at any time based on business needs.  Applicants who have applied will be notified of cancellations.

*The Clerk & Comptroller’s Office is an Equal Opportunity Employer and a Drug-Free Workplace. Depending on the position, candidates are subject to drug screening, a physical and a background check as a condition of employment. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment and are encouraged to apply for the positions being filled. To claim preference, an applicant must complete and upload both the*[*Veterans’ Preference Claim Form*](https://mypalmbeachclerk.icims.com/icims2/servlet/icims2?module=AppInert&action=download&id=69&hashed=-93496160) *and*[*required documentation*](https://mypalmbeachclerk.icims.com/icims2/servlet/icims2?module=AppInert&action=download&id=1392&hashed=87873640) *prior to the position’s posted closing date. Hiring decisions are based on qualified candidates’ non-numerical assessments and numerical assessments, which include interviews. If an applicant claiming veterans’ preference for a vacant position is not selected, they may file a complaint with the Florida Department of Veterans' Affairs (DVA), Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, FL 33708. If an applicant seeking veterans’ preference in employment in the state of Florida is not selected for the position and is so notified, they must file their complaint with the DVA within 60 calendar days from the date the applicant is notified.*